

## HALL BOARD OPERATIONAL FUNDING

- a. Annually Council will make operational funding available for Community Halls located in the County of Northern Lights in the form of an operating grant.
- b. Grant funding will be provided up to 50% of the eligible Hall Board actual cash operating expenses (excluding GST) as outlined on the previous year's financial statement.
- c. Eligible operating expenses include (but are not limited to):
  - i. Septic servicing
  - ii. Utilities (power, water, gas, telephone, etc.)
  - iii. Custodial costs
  - iv. Parking lot maintenance (snow removal, grading, gravel, etc.)
  - v. Landscaping maintenance (grass cutting, tree removal, etc.)
  - vi. Curling arena maintenance (ice installation, maintenance, etc.)
  - vii. Campground maintenance (grass cutting, caretaker cost)
  - viii. Insurance costs
  - ix. Accounting and legal cost
  - x. Inspection cost (Fire extinguishers, fire suppression, etc.)

### 1. Application Process – Hall Board Operational Funding

- a. Applications will be made using the **Annual Hall Board Operational Grant** application form, attached as **Schedule H**. The administration reserves the right to make changes to **Schedule H** as needed to improve and streamline application processes.
- b. Applicants who have previously received grant funding from the County of Northern Lights but have not fulfilled the grant(s) requirements will not be eligible for funding under this program until all outstanding requirements have been met.
- c. Applicants must provide public recognition of the County of Northern Lights' contribution to the Hall Board Operation Grant.
- d. The Battle River Agricultural Society can access grant funding for up to 40% of the agricultural hall operational costs only, including:
  - i. Septic servicing
  - ii. Utilities (power, water, gas, telephone, etc.)
  - iii. Hall insurance costs
- e. A completed application package should contain, but is not limited to:
  - i. Completed request for support (**Schedule H**)
  - ii. Confirmation of not-for-profit status (*annual return or proof of filing*), including a list of officers/directors
  - iii. Copy of the most recent financial statement
  - iv. Copy of valid liability and property insurance
- f. A Hall Board accessing the Hall Board Operational Grant will provide the County of Northern Lights with one (1) free rental of the hall per year.



## SCHEDULE H

### ANNUAL HALL BOARD OPERATIONAL GRANT Application Form

**Incorporated (*Legal*) Name of Organization (*must match provincial incorporation name*):**

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**Common Name of Organization (*if different from the incorporated name*):**

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**Mailing Address of Applicant Organization:** \_\_\_\_\_  
*(All correspondence and cheques will be mailed to this address)*

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Supporting Documentation:**

- Completed request for support (**Schedule H**)
- Confirmation of not-for-profit status (*annual return or proof of filing*), including a list of officers/directors
- Copy of previous year's certified financial statement
- Copy of valid liability and property insurance

*[please check appropriate boxes and enclose copies of documentation.]*

I/We understand that:

- a. The grant shall only be used for those purposes outlined in the County of Northern Lights *Recreation and Culture Funding Policy*.
- b. The County of Northern Lights will have up to one (1) free hall rental.
- c. Declaration of Financial Contact - The person responsible for finances on the proposed project must complete the following declaration:

I, \_\_\_\_\_,  
*(PRINT NAME)* *(OFFICIAL POSITION)*

*certify that the information provided on this application is accurate. I do solemnly declare to take full responsibility for receiving and facilitating the disbursement of all monies received from the County in response to this application, of which this statement forms a part.*

Declared this day/month/year \_\_\_\_\_ at \_\_\_\_\_, in the Province of Alberta.

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

Please return the form to

County of Northern Lights  
Economic Development and Community Services  
PO Box 10  
Manning AB T0H 2M0  
Phone 780-836-3348 / Fax 780-836-3663  
[csc@countyofnorthernlights.com](mailto:csc@countyofnorthernlights.com)

*The personal information on this form is being collected to determine an applicant's eligibility to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Once submitted to the Municipal Council, it may become public information and may be published in a Council meeting agenda. Detailed information on financial statements will not be submitted for public information; however, financial statement summaries will. Questions regarding this information collection can be directed to the FOIP Coordinator at the County of Northern Lights office.*